

CCO 1601.16Y
7
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COMBAT CENTER ORDER 1601.16Y

From: Commanding General
To: Distribution List

Subj: COMBAT CENTER DUTY ORDERS

Ref: (a) CCO 11000.4B
(b) CCO 1640.4C
(c) CCO 1640.5A
(d) MCO P3040.4D
(e) CCO 11014.2G

Encl: (1) Orders for the Command Duty Officer (CDO)
(2) Orders for the Command Duty Staff Noncommissioned Officer (CDSNCO)
(3) Orders for the Command Duty Driver (CDD)
(4) Information Concerning Duty Reference Binder and Duty Recall/Access Binder

1. Purpose. To publish orders for the CDO, CDSNCO and CDD.

2. Cancellation. CCO 1601.16X.

3. Action

a. Commanders Intent. Although specific parameters are delineated in the Combat Center Order, they should be viewed as the minimal requirements. For mission success, you need to establish a total situational awareness of the climate and activities aboard the Combat Center and ensure that you position yourself to properly influence the action, whether by thorough reporting, initiating corrective action or by proactively becoming involved yourself. You are the Command's lead on ensuring that good order and discipline are maintained, that Marine Corps Air Ground Combat Center accomplishes it's mission and that all visitors and customers of the Combat Center are well received and satisfied with the services provided.

b. Combat Center Adjutant

(1) Publish a letter 20 days prior to each quarter assigning quotas to units for the assignment of CDO, CDSNCO and CDD.

(2) Maintain and keep current the Duty Reference Binder (DRB) for use by duty personnel. This Order will be maintained in the DRB.

(3) Consolidate and publish the monthly duty roster and maintain a locator for use by the CDO. A copy of the duty roster will be located in the DRB, Tab B.

(4) Maintain the music tapes and audio equipment.

(5) Provide instructions to CDSNCO and CDO's as required.

(6) Assist in the playing of music when the Band is not present for the Friday morning Colors Ceremony.

c. Commanding Officers. The Commanding Officers of Headquarters Battalion (HQBN) and Marine Corps Communication-Electronics School (MCCES) will provide individuals, less those identified in paragraph 5d, for assignment to the duty positions indicated. Officers and Staff Noncommissioned Officers assigned as CDO and CDSNCO, respectively, must be eligible for a secret security clearance and must not be in a clearance termination status due to derogatory actions or investigations.

(1) CDO. HQBN and MCCES, provide officers in the grade of warrant officer through captain, (except Chief Warrant Officer 5). The CDO orders are in enclosure (1).

(2) CDSNCO. HQBN and MCCES, provide Staff Noncommissioned Officers in the grade of staff sergeant and gunnery sergeant who are eligible to stand CDSNCO. Orders for the CDSNCO are in enclosure (2).

(3) CDD. HQBN and MCCES, provide enlisted personnel in the grades of lance corporal and below. Individuals assigned must have a valid state driver's license and Drivers Improvement Card. Orders for the CDD are in enclosure (3).

(4) Submit the names of individuals assigned the duty of CDO, CDSNCO, or CDD to the CG, MCAGCC (Adjutant), by the 20th of the month preceding the duty month, for consolidation and publication of the monthly duty roster.

(5) Upon distribution of the duty roster, ensure each Marine assigned duty receives a copy, and make available this Order for watch standers to read.

(6) Instruct organizational/unit duty officers/SDNCOs to telephonically report to the CDO, extension 7200, by 1700 on working days and by 0900 on nonworking days. Unit officers/SDNCOs will report their name, unit, telephone extension and building location.

(7) Notify the CG, MCAGCC (Adjutant), of all duty personnel assignment changes as soon as they occur so the master file copy of the duty roster and the Commanding General's duty roster may be updated to reflect changes.

(8) Provide to the Combat Center Adjutant and Staff Secretary a current listing of key personnel within the command (Recall Roster) who are designated points of contact (POC) and can be contacted after working hours on matters related to the command by the first of every month so the CDO's computer database may be updated. These listings will be maintained in the Recall/Access Binder.

(9) Incorporate this Order into the command's interior guard reference binder.

4. Summary of Revisions. This Revision contains a substantial number of changes and must be completely reviewed.

5. Information

a. The CDO, CDSNCO and CDD posts provide command-level representation outside of regular working hours to effectively deal with routine and emergency situations affecting the Combat Center. The intent of assigning both a CDO and CDSNCO is to ensure adequate observation of Combat Center personnel and facilities without losing the ability to respond rapidly to emergency situations.

b. The CDO will be authorized access up to and including secret materials while performing assigned duties.

c. The CDO and CDSNCO must subsist all meals in a messhall of choice during their tour of duty.

d. The following billets are exempt from Combat Center duty:

- Commanding Officers
- MCAGCC Directors
- Aide-de-Camp
- Protocol SNCO
- Chief of Staff Admin Chief
- Staff Secretary
- Provost Marshal - (All Marines)
- Tactical Training Exercise Control Group (All officers and SNCOs)
- Reserve Support Unit personnel (all personnel exempt during Reserves CAX's)
- Officer and enlisted students at MCCES
- Explosive Ordnance Disposal (All officers and SNCOs)
- Band (All Personnel)

e. Further exemptions by billet will be granted only by the Commanding General or Chief of Staff.

6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

//signed//
D. T. LENNOX
Chief of Staff

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Orders for the Command Duty Officer (CDO)

1. General. You are the direct representative of the Commanding General. You are

responsible for the conduct of the watch. As such, you will ensure assigned command duty personnel are fully cognizant of their duties and carry them out professionally per this Order. You will provide guidance and instruction to the tenant unit duty officers, maintain a link between the CG and Chief of Staff with the unit duty officers, and provide supervision on non-routine matters or when duty officers are uncertain which cognizant staff section/directorate to contact. You will keep the CDSNCO apprised of your whereabouts at all times during your watch.

a. Place of Duty. During non-working hours, your place of duty is in the command duty office located in building 1554. During normal workdays, you will report to your work section and perform regularly assigned duties following posting and morning colors.

b. Tour of Duty. The tour of duty is 24 hours, starting at 0730 daily. Prior to reporting to building 1554 to assume the duty, you will familiarize yourself with this Order and the other Orders in the DRB.

c. Posting and Relieving

(1) Workdays. On normal workdays, you will report to the Combat Center Chief of Staff, building 1554, at 0730 for formal posting and at 1600 for special instructions. You will be formally relieved by the Combat Center Chief of Staff at 0730 the following morning.

(2) Non-working Days. When duty commences on a non-working day, report to the Combat Center Chief of Staff at 0730 on the last day prior to the day of duty for a briefing. Posting/relief will be done informally at 0730 on non-working days by the oncoming/off-going CDO's in building 1554.

(3) In the event operational/training requirements will prevent your reporting to the Chief of Staff at the scheduled time, you will personally or telephonically notify the Chief of Staff, in advance, with the reasons for your projected absence from posting.

d. Uniform. The utility uniform with duty belt is the appropriate uniform for duty.

e. Property. You are responsible for obtaining the Range and Training Facilities Schedule Bulletin from the Range Scheduling Office in building 1559 prior to 1630 on workdays and from the outgoing CDO on nonworking days. The CDSNCO will maintain custody of keys, the DRB and recall/access binder. The CDD will have the CDD binder for locator/administrative functions.

f. Logbook. You will maintain a chronological record of events occurring during your tour of duty. On non-working days, the oncoming CDO will countersign the final entry.

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(1) Log entries will be legible and complete, to include:

(a) Names, ranks, SSN's and units of personnel concerned.

(b) Names, ranks and units of all personnel notified of specific incidents, or who notified either you or the CDSNCO of specific incidents.

(c) Dates and times of incidents as well as date/time that you were notified.

(d) Locations of incidents.

(e) Entries should answer the questions: who, what, when, where, why and how. If it is worth noting on a piece of paper to be passed on, it is worth annotating in your logbook.

(f) Abbreviations will not be used unless so common that any reader would understand them. Examples of usable abbreviations are rank or unit designations.

(2) Your logbook is for Official Use Only. Spurious comments, jokes and similar unnecessary communications will not be entered therein.

(3) The following entries will be made in the logbook:

(a) Upon posting at 0730: "I have assumed the duties as the Command Duty Officer. I have read and understand all orders pertaining to this post. I understand that I am authorized access to classified information to the Secret level in the performance of my official duties as CDO; further, I understand my obligation to protect classified information per Chapter 3 and 5 of SECNAVINST 5510.30A."

(b) Immediately prior to relief at 0730: "I understand that my access to classified information during this tour of duty is terminated. Further, I understand my obligation to protect classified information per Chapter 3 and 5 of SECNAVINST 5510.30A."

2. Duties. The following duties will be performed as required:

a. Colors

(1) Personally observe the execution of morning colors at 0800 and evening colors at the appropriate time, from the head of the stairway in front of the Combat Center Headquarters Building, building 1554. Remain at the head of the stairway until the senior member of the color detail has reported the colors properly posted/retrieved. Times for evening colors are posted above the tape player in building 1554 or can be obtained from Center Adjutant Office. Correct time of day is obtained by calling the U.S. Naval Observatory at DSN 88-762-1401. HQBN and MCCES provide the color detail and the flags are located in the duty office maintained by Center Adjutant. The Provost Marshal provides Marines for the Friday Morning Colors Ceremony only.

(2) Ensure that the church pennant is raised at 0805 and lowered 15 minutes prior to evening colors each Sunday. The church pennant will be raised to a point immediately below the National Colors. Church call will be played immediately

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following morning colors on Sunday; the cassette tape is located on the shelf above the tape recorder.

(3) When notified by the Combat Center Staff Secretary, Combat Center Adjutant, or by message from proper authority that colors are to be flown at half-mast, properly inform the color detail.

(4) Do not lower the Commanding General's flag unless directed by the Combat Center Adjutant, Staff Secretary, or the Protocol Officer.

b. Visits to Combat Center Facilities. Visit various Combat Center facilities during your tour of duty to observe the condition and use of the facility as well as conduct of personnel in and around the facility. Area tours will be conducted at least once from assumption of duties until midnight and at least once between the hours of midnight and 0700. Inspect the police of areas and inform organizational duty officers responsible for areas listed in reference (a) that need to be policed. Annotate this contact in the logbook.

(1) Theater and Enlisted Club. Contact personnel at the Theater and Enlisted Club to determine closing times. Observe their closings.

(2) MCCS Activities. MCCS Activity Manager are required to complete police calls of their activities. CDOs will check to ensure this is done.

(3) Other Facilities. Visit the following facilities at least once during your tour of duty:

- (a) Officer's Club.
- (b) Bowling Alley.
- (c) East and West Center Gyms.
- (d) Exchange/Seven Day Store.
- (e) Commissary.
- (f) Laundromat.
- (g) Ammo Dump.
- (h) Expeditionary Airfield.
- (i) Child and Youth Programs.
- (j) Seven Day Store (Del Valle Road in old camp area).
- (k) Phone Center.
- (l) Gas Station.
- (m) Cybercade (Bldg 1519-T1).
- (n) Felix Field.

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(4) Outdoor Facilities. Lights on outdoor facilities are to be turned off when facilities are not in use. Generally, this requires a tour of the following facilities once after midnight:

(a) Tennis Courts by the Mini-Park. The light switch is located next to the mini-park entrance gate.

(b) Tennis Courts by Victory Field. The light switch is located on a telephone pole approximately 20 feet from the northeast (Subway Sandwich Shop) end of the court.

(c) Racquetball Courts by Victory Field. The switch is located on the northwest corner of the courts.

(d) Basketball/Volleyball Courts near the Subway Sandwich Shop. These lights are on a timer set to go off at 2400. If they fail to do so, a logbook entry is required.

(e) Racquetball Court at Del Valle Field. The light switch for the racquetball courts is located in the head at the racquetball court. Recreation Services personnel will secure the field and lights at 2200. If the lights are found on after 2200, Recreation Services personnel will be recalled to secure the lights.

(f) Tennis and Basketball Courts near the Officers' Club. The switch is located on the light pole.

(g) Felix, Del Valle and Victory Fields. Lights are on an automated system. The timers will be adjusted throughout the year to account for Daylight Savings Time.

(5) Touring MCCES and HQBN. The CDO will tour MCCES and HQBN barracks between the hours of 1900 - 2100. Ensure all duties display appropriate attention to duty, are alert, aware, and walking their posts. Ensure the SDNCO tours MCCES and HQBN barracks between the hours of 2000 - 2200.

(6) Base Police Inspections. On Saturday and Sunday of each week, the CDO will conduct a base police inspection. The objective of this inspection is to identify discrepancies such as gear adrift, excessive weed growth, trash in the open and boots on telephone lines. Additionally, any safety violations observed should be noted. Safety violations that present a serious hazard to persons or property should be reported immediately per established policy.

(a) A working party is provided on weekends and holidays. Reference (e) applies. The working party's main function is to police Adobe Road (Gate to Sturgis), Del Valle Road, (Commissary to Center Magazine), Fifth Street, Sixth Street and the area in between. The CDO/CDSNCO is responsible for the supervision and inspection of the details' performance.

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(b) The CDO will tour off-base military housing as directed.

(c) CDOs will complete a legible handwritten inspection report by the end of their periods of duty.

c. Personnel Reporting Aboard

(1) All personnel reporting aboard the Combat Center for duty (PCS or TAD)

or duty under instruction will be directed to their parent or TAD command for orders endorsement and billeting as required. The exception to this procedure is those Marines checking into the Sergeant's Course (MCC JBJ). The CDO will make a logbook entry on time and date those Marines reported and will stamp their orders accordingly. Officers reporting aboard MCC 015 will be instructed to report at 0730 on the next workday to the Director, Manpower, building 1554.

(2) Transportation

(a) The Command Duty Driver may be dispatched in unusual circumstances. It is the receiving command's responsibility for transportation of arriving personnel from the command duty officer to the receiving organization duty office.

(b) Transportation will not be dispatched off-Center to pick up personnel who fail to make adequate travel arrangements. Personnel requesting such transportation will be notified of their available options: the local bus company (Desert Stage Lines) or taxicab and provided with the phone number for the appropriate Unit Duty Officer.

d. Phone Watch. The duty telephone will not be left unattended. The CDSNCO will be present when the CDO is not available. If the CDSNCO is on a tour of the area when a call to sight an immediate message is received, direct the Communications Center personnel to bring the message, to include classified messages, to the duty office. It might be an emergency action message and the CDSNCO may not return for an extended period of time.

(1) Phones will be answered promptly and courteously as follows:
"MCAGCC Command Duty Office. This is an unsecured line. (Rank/Name) Speaking. How may I help you?"

(2) Home phone numbers will not be given out without the owner's express permission.

(3) Duty office/barracks phone numbers are not considered "personal" and shall be provided, if requested.

e. Telephone Calls/Visitors for the Commanding General. In order to ensure the Commanding General and the Chief of Staff receive only bonafide personal calls, CDO/CDSNCO will adhere to the following procedures:

(1) The CDO/CDSNCO will determine if the call is a bonafide personal call or an official call that cannot be postponed until normal working hours.

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(2) The CDO/CDSNCO will call the Commanding General or Chief of Staff at home to determine if it is desired that the apparent personal call or time-critical official call be transferred to the General or Chief of Staff Quarters.

(3) The CDO/CDSNCO will transfer all calls which have been determined to be official or bonafide personal calls to the Commanding General's or Chief of Staff's quarters.

(4) During the absence of the Commanding General, the CDO/CDSNCO will transfer all of the Commanding General's incoming calls, including personal calls,

to the Chief of Staff.

(5) Individuals without decals and passes desiring to visit the Commanding General during non-working hours will be processed per the following procedures:

(a) PMO will ascertain the nature of the visit and inform the CDO.

(b) The CDO will determine whether the visitor has a bonafide reason to see the Commanding General.

(c) Upon determination that the visitor is authorized, the CDO will request a Military Police patrol escort for the visitor to the designated location. The patrol unit will remain with the visitor until officially dismissed.

f. Telephonic Congressional/Special Interest Inquiries

(1) Headquarters, U. S. Marine Corps occasionally requires immediate information for response to congressional inquiries. If such a request is received, take the following action:

(a) Record the conversation in detail.

(b) If possible, ascertain the parent unit of the individual. If necessary, check the locator files.

(c) If the individual is assigned aboard the Combat Center, contact the Duty Officer of the appropriate command.

(2) Response must be provided within 24 hours; therefore, expeditious notification to the correct action officer is secondary only to an accurate, detailed record of the initial phone call.

(3) Special interest inquiries from any media source will be referred to the Public Affairs Officer.

g. VIP Visits

(1) Upon notification that any active duty visiting general or flag officer is entering the Combat Center, immediately notify the MCAGCC Chief of Staff, and make a logbook entry of the above notification.

(2) Requests for VIP Suites. The Protocol Officer manages the VIP Suites. Upon receipt of any requests for these suites by phone or in person, obtain the name and grade of the requester, dates and nature of business, and, if by phone,

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a number where the party can be reached for confirmation or disapproval. Then, contact the Protocol Office for instructions. Final confirmation or disapproval will then be provided to the requester by the CDO/CDSNCO if immediate reply is necessary.

h. Messages

(1) Emergency Action Message (EAM). An EAM is an extremely high precedence message (higher than Flash or Immediate). When an EAM is received, the Communication Center will notify the CDO. The CDO will view and receipt for this message without delay and annotate all pertinent information concerning the message in the CDO's logbook. The CDO will then immediately notify the 7th Marines OOD

(EAM's are usually released for action to the Fleet Marine Force Combat Arms units) that an EAM has been received. Regardless of what unit the EAM is for, the Chief of Staff will be notified that an EAM has been received.

(2) Classified Incoming. After normal working hours, sight all ACTION Immediate and Flash precedence (less Top Secret) messages upon notification of their receipt by the Communications Center. (The CDSNCO may sight these messages.) Record in your logbook the (a) classification, (b) (DTG), (c) FROM addressee, and (d) whether the CG is an ACTION or an INFO to MCAGCC. Use your best judgment whether to act on the message. If it is an action message or INFO message with action required, call the cognizant staff officer and make an appropriate logbook entry. If no action is required, indicate "NAR" by the above information in the logbook. If the action officer needs a copy of the message, the CDO will receipt for the message from the Communication Center. When the action officer is finished with the message, that officer will return it to the Communications Center. If the action officer does not have a clearance, the message will be referred to the next officer in the chain of command who does possess a clearance. If the action officer needs a place to keep the message, the Communications Center will be used for safekeeping.

(3) Unclassified Incoming. The CDO will sight copies of all Immediate Unclassified messages through the CDO Public Folder, located under "Base Messages" on the CDO computer. If the CDO determines action is required, call the cognizant staff officer or annotate "NAR" on the message and your logbook appropriately. Messages will be given to your relief and the Staff Secretary after posting and relief.

i. Dispatching Transportation. You are authorized to dispatch vehicles for personnel departing on emergency leave who need transportation to the bus terminal in Twentynine Palms or to the airline terminal in Palm Springs, provided scheduled bus service from Twentynine Palms precludes arriving in time for a scheduled flight. The CDO will call the GMED Duty Dispatcher at ext. 7317 to arrange for use of a vehicle.

j. Leave and Extension of Leave and Liberty. Requests for leave or extension of leave or liberty by personnel currently assigned aboard the Combat Center will be referred to the appropriate unit duty officer. For personnel inbound to CG, MCAGCC, the CDO will grant (or deny) leave extensions on a case-by-case basis. For personnel inbound to commands other than CG, MCAGCC, leave requests/extensions will be referred to that command's duty officer.

k. Ammunition Shipments Received after Normal Working Hours. When notified that a shipment has arrived, contact the Provost Marshal's office for instructions.

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1. Funeral Details. Occasionally, calls are received from funeral directors requesting funeral details. In responding to these queries, the following guidelines apply:

(1) Request from the funeral director the name, rank and branch of service of the deceased and inform the funeral director that he will be contacted the next workday regarding the request.

(2) Record the call and information (including phone number and name of funeral home) received in the logbook.

(3) Advise the Staff Secretary of the request. The Staff Secretary will ensure that the Public Affairs Officer and the Base Sergeant Major are advised of the request.

m. Searches. You will not authorize searches or seizures of either personnel or property aboard the Combat Center. Searches will be authorized only by unit commanders or the Commanding General. Detailed instructions concerning searches are contained in reference (b), which is located in the DRB.

n. Apprehension. Apprehension is the taking of a person into custody. Members of the Military Police may apprehend individuals upon reasonable belief that an offense has been committed and that the person to be apprehended has committed it. An officer will be apprehended only by another officer, except where such action is necessary to prevent disgrace to the service, or upon commission of a serious crime. CDOs may be called upon by PMO to provide assistance when apprehending another officer.

o. Detention/Confinement. As used herein, detention is the restraint of individuals in the holding facility aboard the Combat Center. Detention will not exceed a period of 24 hours. Confinement refers to the physical restraint of the personnel at the Brig, Marine Corps Base, Camp Pendleton, California. The procedures for imposing pretrial restraint are contained in reference (c).

(1) The Military Police are authorized to detain individuals incident to apprehension. Ordinarily, such detention will continue only until the unit duty officer can assume custody. The Provost Marshal will refer all cases and offenders to the individual's parent unit.

(2) A Special Courts-Martial Convening Authority, or the unit duty officer if a commissioned officer, may order an enlisted Marine into pretrial confinement at the holding facility without prior approval of higher authority after normal working hours and non-working days. No officer shall be ordered into arrest or confinement without prior approval of the Commanding General.

(3) In the absence of a unit Special Courts-Martial Convening Authority or duty officer, or in the event that the unit duty officer is not a commissioned officer, you may, at the request of the command or Provost Marshal, or upon your authority, authorize such confinement subject to the same limitations discussed in subparagraphs (1) and (2) above.

(4) The Commanding Officer of the confined or detained individual is responsible for the preparation of all confinement/detention orders.

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p. Explosive Ordnance Disposal (EOD) Off Installation Response

(1) The EOD duty technician will contact the CDO prior to responding to any off installation request. Off installation EOD assistance calls are normally generated by civil law enforcement agencies through the Central Dispatch office.

(2) EOD will notify the CDO for significant events and completion of mission.

3. Message Reporting. Should the CDO be directed to release an unclassified message on behalf of the Commanding General, draft the message using the Defense Messaging System (DMS) and send to the Communication Center (SMB 29palms CCTR@29palms.usmc.mil). Specific instructions for this may be found in the DRB.

4. Incident Reporting

a. Incidents of National Concern. Reference (d) requires that higher headquarters be notified of events that have potential national or international significance. Examples of such incidents are:

- (1) Military/police incidents.
- (2) Civil disorders.
- (3) Operational Incidents.
- (4) Serious aircraft accidents/incidents.
- (5) Ground accidents.
- (6) Near collisions in flight.
- (7) Accidents involving ammunition, explosives or nuclear munitions, including accidental discharge of weapons resulting in injury or death.
- (8) Widespread fires.
- (9) Epidemic.
- (10) Serious crimes, mishap or disturbance that may result in extensive news coverage.
- (11) Objects dropped from Marine Corps aircraft.
- (12) Natural disasters, i.e., a major earthquake.
- (13) Covert acts of sabotage.
- (14) Compromise of classified information.
- (15) Bomb threats (actual or hoax).**

Upon receiving information about any of the above incidents, immediately refer to reference (d), a copy of which is in the DRB. All message traffic concerning

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incidents of this nature will be released by the CDO following approval by the Chief of Staff. **Bomb threat call checklists are maintained in a brown folder next to the CDO telephone.

b. Emergency Destruction Plan. After normal working hours, when the need for destruction of classified material becomes apparent, or when directed by the Commanding General or the Chief of Staff, contact the Classified Material Control Center Officer, Center Adjutant, for specific procedures.

c. Riot or Disaster. In the event of a riot, disaster or other emergency affecting the Combat Center and/or surrounding area, immediately notify PMO, PAO, and Chief of Staff. Should the Chief of Staff direct you to initiate the Emergency Operations Center (EOC), contact the Director, O&T for specific procedures. Acquire as much information as possible concerning the emergency.

d. Destructive Weather Conditions

(1) Notify PMO, Director, I&L, Head, Facilities Maintenance Division, BEARMAT, and all unit duty officers upon notification from the Fleet Weather Facility, San Diego, or the Weather Service Branch, Marine Wing Support Squadron 374 that destructive weather conditions are expected. Additionally, notify the Chief of Staff and the Director, O&T.

(2) Contact PMO to arrange for the storm flag to replace the displayed national colors.

e. Casualties

(1) Upon notification of a casualty (death or serious injury) of any service member or dependent stationed or training at the Combat Center, immediately notify their unit duty officer and the duty Chaplain. Notify the Chief of Staff or in his absence, notify the Commanding General directly. The casualty officer assigned by each unit will be contacted by their unit duty officer.

(2) Obtain as much information as possible, utilizing reference (d), figure 2-1. A copy of reference (d) is maintained in the DRB.

(3) Commanders of units training aboard the Combat Center are responsible for casualty reporting within their respective commands. Upon notification of a casualty within a training unit, notify the Chief of Staff per subparagraph 4e(1) above.

f. Fires. When notification is received from the Combat Center Fire Department of an actual fire alarm (response to a fire or an incident requiring fire department response), immediately make a logbook entry and note whether the fire is aboard the Combat Center or in the surrounding community.

g. Incidents of a General Nature. The use of good judgment and discretion is expected in any case not covered by this Order.

(1) The CDO will inform the Chief of Staff of any incident which, under the dictates of common sense, the Chief of Staff would want to know about. Such incidents include, but are not limited to, the following:

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(a) Any death occurring aboard the Combat Center.

(b) Casualties (serious injury that could result in death).

(c) Rape.

(d) Arson.

(e) Incidents with the potential to generate immediate adverse interest on the part of the civilian authorities/populace.

(f) Accidental firearm discharge which may cause death or injury.

(g) Any ordnance found outside the Combat Center.

(2) When informing the Chief of Staff of an incident, efforts to contact him will involve vigorous pursuit of all possibilities and will not cease after one unsuccessful phone call. Since the Chief of Staff or designated representative is

always on call, he will be notified of an incident and will decide whether to notify the Commanding General.

(3) Call the Director, O&T, Deputy Director, or Range Scheduling Officer, if a training/CAX incident/accident occurs.

(4) Refer to PAO any inquiries from the news media or family members about incidents. You will not speculate about any information.

(5) Contact point for the duty chaplain is maintained at the Branch Hospital Quarterdeck. If a situation arises requiring assistance from a chaplain, the CDO will call 830-2190.

(6) Notify PAO immediately of any incidents listed in paragraph 4.

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Orders for the Command Duty Staff Noncommissioned Officer (CDSNCO)

1. General. You will function as the assistant to the CDO and handle all matters of a routine nature during the tour of duty. You are a representative of the Commanding General during your watch.

a. Place of Duty. During non-working hours, your place of duty is the duty office, building 1554 (Headquarters Building). During normal workdays, you will report to your work section and perform regularly assigned duties following the posting of morning colors until 1530.

b. Tour of Duty. The tour of duty is 24 hours, starting at 0730 daily. Prior to reporting to building 1554 to assume the duty, you will familiarize yourself with this Order. When assuming the duty, review the DRB and the duty clerk's binder located in the duty room.

c. Posting and Relief

(1) Workdays. On normal workdays report to the MCAGCC Sergeant Major, building 1554, at 0730 for initial posting and again at 1530 for final instructions. You will be relieved by the MCAGCC Sergeant Major at 0730 the following morning.

(2) Non-working Days. When assigned duty on non-working days, report to the MCAGCC Sergeant Major for a briefing at 0730 on the last working day prior to the day of duty. You will be posted and relieved by the CDO at 0730 on non-working days in building 1554.

(3) In the event operational/training requirements will prevent your reporting to the MCAGCC Sergeant Major at the scheduled time, either you or your sergeant major will telephonically notify the MCAGCC Sergeant Major of the reasons for your projected absence from posting. Upon posting/briefing by the MCAGCC Sergeant Major, you will be responsible for the posting of your CDD in the Duty Office.

d. Uniform. The utility uniform with duty belt is the appropriate uniform.

e. Property. Proper care and security of the duty binders, key ring and property used for the maintenance of the watch is your responsibility. This property consists of bedding, tape player, amplifier, and tapes.

(1) Upon the assuming the duty at 0730, hold inventory and enter the following statement in the logbook:

"I have assumed duties as the CDSNCO. I have read and understand all orders pertaining to this post. I have temporary custody of the following property: one key to the Duty Office key locker with keys in the key locker; the Duty Reference Binder: and the Duty Recall/Access Binder." Accountable Property: 1 tape player, 2 amplifiers.

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(2) Ensure that no equipment or property is removed from the duty room. Linen is for the use of duty watch personnel and under no circumstances will linen be checked out to personnel reporting for duty or TAD.

(3) Key Control. Upon assuming the duty, conduct an inventory of the key locker and ensure that all keys are accounted for. Results of the inventory will be entered in the logbook.

f. Logbook. Maintain a chronological record of events occurring on the watch. Entries will be neatly printed and legible. Logbook entries will include at a minimum:

(1) Inventory results.

(2) Incoming personnel, reporting times and dates, to include name, rank, SSN and MCC to which they are reporting.

(3) Requests for entry to office spaces, to include name and grade of requester. Office space entered and time of entry/exit.

(4) Any non-routine request or event occurring on your watch.

(5) Entries directed by the CDO.

2. Duties. The following duties will be performed, as required:

a. Inventories. Inventory of property and key locker as noted above.

b. Security Checks of Building 1554 South Wing, Building 1554 North Wing, Operations and Training, Building 1559 PAO office and CG's Conference Room, Building 1555 and The Village Center 1551

(1) Security checks will include:

(a) A visual inspection to ensure that office spaces are secured and that windows have not been left open.

(b) Security container inspection as discussed below.

(2) On normal working days, security inspections will be conducted at least once during the tour of duty. Logbook entries will include time checked and results of each check.

(3) On non-working days, security inspections will be conducted twice during the tour of duty, once during the day and once after dark. Logbook entries as to the results and times inspected are required.

c. Tours of HQBN and MCCES. Ensure you tour HQBN and MCCES barracks and check on their duty personnel at least once between the hours of 2000 - 2200.

d. Classified Material Adrift and or Unsecured Container. If a container in which classified material is stored is found to be unlocked or if classified material is found adrift in the absence of assigned personnel, remain with the

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container/material and notify the CDO who will initiate the recall of one of the responsible individuals indicated on the container. The responsible individual will conduct an inventory of the container to determine if a compromise has occurred. The CDO will make a security violation report in the logbook, to include the determination by the responsible individual whether or not a compromise occurred. The security violation report will be provided to the Chief of Staff by the CDO on the next working day following the violation.

e. Command Inspections. The Security Manager will conduct periodic after-hours inspections within the Headquarters (building 1554) to ensure that security procedures are followed. Prior to inspection, the Security Manager will check in with the CDO. The CDSNCO will accompany the security manager during inspections.

f. Security Assistance. Contact the duty CI representative through the Combat Center Security Manager/Assistant Security Manager for instances involving the security of classified material that are not covered by this Order.

g. Keys

(1) The keys from the key locker will not be given to individuals to open office spaces. Accompany individuals desiring entry into office spaces, verify their authorization for access to the office spaces by checking identification cards against access lists and unlock doors for the individuals.

(2) The only exceptions to subparagraph 2f(1) above will be Staff Judge

Advocate (SJA) personnel and Combat Center Club System personnel. Refer to the Recall/Access Binder for names of these persons. SJA personnel will turn in access keys after normal working hours and pick them up the next working day.

h. Commanding General's Flag. The flag will be lowered only when directed by the Adjutant, Staff Secretary or the Protocol Officer. It will be raised upon notification of the Commanding General's return.

i. Standing Lights. Ensure that all standing lights located at buildings 1554, 1555 and 1559 are turned on at sunset and off at sunrise.

j. Visits to Combat Center Facilities. Various Combat Center facilities should be visited during your tour of duty to observe the condition and use of the facility and the conduct of personnel in and around the facility. On normal workdays, at least three of the following facilities will be visited. On non-working days, you will visit each facility listed at least twice during the tour of duty:

- (1) Library.
- (2) Bowling Alley.
- (3) Exchange/Seven Day Store.
- (4) Commissary.
- (5) Staff NCO Club.

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- (6) Enlisted Club.
- (7) Laundromat.
- (8) Hobby Shop.
- (9) East and West Fitness Centers.
- (10) Subway Sandwich Shop.
- (11) Theater.
- (12) Youth Activities Center.
- (13) Seven Day Store (Del Valle Road in old camp area).
- (14) Burger King.
- (15) Dominoes Pizza.

Log in all tours; report any discrepancies and the results of each visit to the CDO for action/information.

j. Inspection of Recreational Areas. You are responsible for inspection of these areas after normal working hours. You should require identification from the senior member of the group utilizing Victory Field and/or the recreation area by any unit/organization when in use. This information will be provided to the unit responsible for the police of that area as assigned in reference (a).

k. Music for Morning and Evening Colors. You are responsible for morning and evening colors, and taps at the appropriate times (morning colors - 0800; evening colors - time posted above tape machine; taps - 2200); and on Sunday, church call will be played immediately following morning colors (the tapes are located on the top of the tape recorder). The CDSNCO will call the Naval Observatory at DSN 88-762-1401, at least once during the tour of duty to ensure the time is accurate on the master clock.

1. The CDSNCO will ensure that both wings in building 1554 are open at 0545 daily on workdays.

3. Schedule Recapitulation

a. Workdays

<u>Time</u>	<u>EVENT</u>
0730	Posting, Building 1554 by MCAGCC Sergeant Major. Inventory property key locker.
0755	First Call.
0800	Play morning colors, then return to work section.
1530	Final brief, building 1554, and posting. Report to CDO, building 1554.

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As directed	First call.
As directed	Play evening colors.
As directed	Chow.
2200	Play taps.
0700	Relief, building 1554 by MCAGCC Sergeant Major.

b. Nonworking Days

<u>Time</u>	<u>Event</u>
0730	Brief (last workday prior to duty), building 1554 by MCAGCC Sergeant Major.
0730	Posting, building 1554, inventory property key locker.
0755	First call.
0800	Play morning colors.
0800	(immediately play church call after Morning Colors (on Sunday)).
As directed	First call.
As directed	Play evening colors.

As directed

Chow.

2200

Play Taps.

0730

Relief.

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Orders for the Command Duty Driver (CDD)

1. General. Provide administrative support and serve as duty driver for command duty personnel as required.

a. Place of Duty. During non-working hours, the place of duty is the duty office, building 1554 (Headquarters Building). During normal working hours, you will report to your work section and perform all regularly assigned duties following posting.

b. Tour of Duty. Your tour of duty is 24 hours, commencing at 0730. Prior to reporting to bldg 1554 to assume the duty, you will familiarize yourself with this Order. When assuming the duty, you will review the duty driver's binder located in the duty room.

c. Posting and Relief

(1) Workdays. On normal workdays, report to the Command Duty Office, bldg 1554, at 0730 for initial posting by the CDSNCO and again at 1530. You will be relieved by the CDSNCO at 0730 the following morning.

(2) Nonworking Days. When standing duty on a nonworking day, report to the Command Duty office for a briefing by the CDSNCO at 0730 on the last working day prior to the day of duty. You will be posted and relieved at 0730 on nonworking days by the CDO in building 1554.

d. Uniform. The utility uniform is the appropriate uniform.

e. Prerequisites to standing Command Duty Driver. All personnel assigned as the Command Duty Driver are required to attend one of the two classes given on Tuesday or Thursday at 0800 on how to refuel a compressed natural gas (CNG) vehicle. The classes are held at GMED building 1920T1. You must have a valid state driver's license and have completed the Drivers Improvement Class.

2. Duties. The following duties will be performed as required:

a. Phone Watch. Answer duty phones promptly and courteously, as follows:
"Marine Corps Air Ground Combat Center Duty Office. This is an unsecured line.
(Rank/name) speaking. How may I help you?" (Render as much assistance as
possible.) Remember: Home phone numbers will not be released without the specific
permission of the owner.

b. Driver. Act as the Command Duty Driver when and as tasked by the CDO or
CDSNCO. You will adhere to all pertinent rules and regulations concerning proper
operations and maintenance of the duty vehicle while it is in your care.

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c. Duty Office Maintenance. You are responsible for the cleanliness of the
Command Duty Office spaces while they are occupied by duty personnel. You will
ensure that the trash is emptied, food is removed, spills are cleaned, and any
breakage or malfunctioning equipment is reported to the Adjutant Admin Chief prior
to your relief on working days and to the CDSNCO on non-working days.

d. Locator. You are the Combat Center Locator during non-working hours. As
such, you will provide unit addresses and duty phone numbers for personnel aboard
the Combat Center, when requested. The duty driver's binder provides specific
guidance.

e. Perform additional tasks as assigned by the CDO, CDSNCO, or as briefed by
the Adjutant Admin Chief.

3. Schedule Recapitulation

a. Workdays

<u>Time</u>	<u>Event</u>
0730	Posting, bldg 1554.
0745	Return to work section.
1530	Final brief, building 1554. Collect duty driver's binder and writing material.
0730	Relief.

b. Non-working Days

<u>Time</u>	<u>Event</u>
0730	Brief (last workday prior to duty), building 1554.
0730	Posting, building 1554.

As directed

Chow.

0730

Relief.

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Information Concerning Duty Reference Binder and CDO Computer Database

1. Duty Reference Binder. Contains the following pertinent directives to guide the CDO and CDSNCO in the performance of their duties.

CCBul 1601, Monthly MCAGCC Duty Roster.

CCO 1601.16Y, Combat Center Duty Orders.

SECNAVINST 5510.30A, Chapters 3 and 5.

CCO 11000.4C, Police/Cleanup Responsibilities for MCAGCC.

CCO 1640.4C, Searches and Seizure.

CCO 1640.5A, Pretrial Restraint.

CCO 1020.11K, Combat Center Uniform Regulations.

CCO P3440.1C, Combat Center Emergency Response Plan.

CCO P3500.4E, SOP for Range/Training Areas and Airspace.

CCO 3572.1B Bomb threats.

CCO 3120.7, Search and Rescue Operations (SAROPS) Aboard the Combat Center.

CCO 5728.1A, MCAGCC Noise/Damage Complaints.

CCBul 11014 Combat Center Weekend and Holiday Working Party Schedule for the Period of _____.

2. CDO Computer Database. Contains recall information, duty billet assignments, and access rosters for use of the CDO and CDSNCO in the performance of their duties.

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